John A. Logan College
Board of Trustees Policy Manual

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Admission to John A. Logan College 8110

John A. Logan College has established the following criteria for full admission to the College:

1. By providing an official transcript certifying graduation from a secondary school. John A. Logan College reserves the right to evaluate the validity and accreditation of all high school transcripts submitted for admission and financial aid purposes

   A. A home school diploma will be considered equivalent to a high school diploma if the state in which the home school curriculum was completed recognizes home school diplomas.

   OR

   B. By providing an earned general equivalency diploma (GED).

   OR

   C. By providing an official transcript from all attended accredited post-secondary institution.

2. Transfer students that attended a non-regionally accredited post-secondary institute will need to submit high school transcripts and possibly complete the JALC placement test.
3. Placement scores are required for all students that have an ACT English and Math subtest score below 20.
4. Residency Verification.

CONDITIONAL ADMISSION

Applicants who do not meet the criteria for full admission will be conditionally admitted. Applicants will be granted full admission at the time all three criteria for regular admission has been met. A student admitted conditionally is not eligible for federal or state financial aid.

1. Non-high school graduate 18 years or older
2. Student whose connection with a secondary school is severed
3. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.
4. Students currently enrolled in a secondary school or home school program may enroll in courses at John A. Logan College with prior approval of the chief executive officer of the secondary school district.
5. Undocumented Student Admission
   Illinois Law 110 ILCS 305/7e-5 (HB60) allows admission to the College and in-state or in-district tuition for those applicants to John A. Logan College (U.S. citizens and non-citizens) who meet the following criteria:
   - Attended an Illinois school for at least three years of high school prior to graduating or receiving the equivalent of a diploma;
   - Graduated from an Illinois high school or received the equivalent of a diploma in Illinois;
   - Resided with parents or guardians while attending an Illinois high school; and
   - For those applicants who are not U.S. citizens or permanent residents of the U.S., provide the College with a notarized affidavit stating the applicant will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

Admission to John A. Logan College 8110

TRANSFER STUDENT ADMISSION

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College**.**

Any student expelled or suspended form another college or university for disciplinary reasons will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the Assistant Provost for Student Affairs.

After admission, any transfer student who is found to have been expelled from another college or university for disciplinary reasons, which was not disclosed to John A. Logan College prior to enrollment at John A. Logan College, and whose enrollment was not the result of an individual decision by the Assistant Provost for Student Affairs, shall be subject to immediate suspension. The suspended transfer student shall be entitled to an automatic hearing before the Disciplinary Hearing Committee, as provided in the student code of conduct, at which time the student may present evidence as to why the student should be permitted to remain enrolled at John A. Logan College.

Concealment of or failure to disclose a prior expulsion or suspension for disciplinary reasons shall be independent grounds for immediate suspension from John A. Logan College. Any student suspended for concealment of a prior expulsion shall likewise be entitled to an automatic hearing before the Disciplinary Hearing Committee.

INTERNATIONAL STUDENT ADMISSION

John A. Logan College will admit international (foreign) students on a basis to include the following:

A. International students who have completed the equivalent of a high school (secondary) education.
B. International students who have mastery of the English language as demonstrated by an acceptable score on the TOEFL test.
C. International (foreign) students from Southern Illinois University at Carbondale who are in valid visa status there and attend John A. Logan College on special arrangement.
D. International students who can provide the necessary admission credentials.

The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

ADOPTED: JANUARY 10, 1974
AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 9, 1992; JUNE 24, 1997; JUNE 23, 2009; SEPTEMBER 22, 2009; FEBRUARY 26, 2013; FEBRUARY 25, 2014 *(INCORPORATED FORMER BOARD POLICIES 8170, 8150, AND 8171 INTO THIS POLICY);* **JANUARY 24, 2017**
REVIEWED: **NOVEMBER 7, 2016**
LEGAL REF.: 110 ILCS 805/3-17; 110 ILCS 305/7E-5
CROSS REF.:

Satisfactory Academic Progress, Probation and Suspension *8151*

The College shall establish Administrative Procedures defining Satisfactory Academic Progress and the conditions under which academic or financial aid sanctions may be applied. These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

ADOPTED: MARCH 12, 1984
AMENDED: SEPTEMBER 24, 1996; MAY 26, 2009; NOVEMBER 24, 2009; MAY 27, 2014 SEPTEMBER 30, 2016; JANUARY 24, 2017; **MARCH 22, 2022**
REVIEWED: NOVEMBER 7, 2016; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: **AP 833, SATISFACTORY ACADEMIC PROGRESS; *STUDENT GUIDEBOOK***

Financial Aid Standards of Progress *8152*

John A. Logan College will follow The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility to develop financial aid standards of progress for students receiving Title IV funds. The College shall maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in his/her educational program and may receive assistance under the Title IV HEA programs. The procedures for standards of progress are published in the *College Catalog* and Administrative Procedure 833.

ADOPTED: MARCH 12, 1984
AMENDED: AUGUST 23, 1994; JUNE 23, 1998; APRIL 30, 2002; JANUARY 31, 2006; MAY 26, 2009; **MARCH 22, 2016**
REVIEWED: JANUARY 29, 2016
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 833

In order to award credit for successful completion of course work, John A. Logan College complies with the Illinois Community College Board's Administrative Rules and Procedures for credit hour determination.

ADOPTED: JULY 27, 1971
AMENDED: JUNE 23, 2009; **NOVEMBER 24, 2015**
REVIEWED: OCTOBER 12, 2015
LEGAL REF.: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATIVE RULES 1501.309
CROSS REF.:

Grading System *8231*

The academic year is divided into two semesters. The College also has a shortened summer term **and intersession terms**. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog.* For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term), a student must have permission from the Assistant Provost for Student Services.

GRADING SYSTEM

A Excellent……4 grade points
B Good…….. 3 grade points
C Average…….. 2 grade points
D Poor…….. 1 grade point
F Failing…….. 0 grade points

INC Incomplete. It may be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding the summer semester.

W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.

AU Audit. No credit.

R Denotes repeat course.

P Pass (credit but no grade points).

CR Denotes credit earned but no grade points awarded.

COURSE REPEAT POLICY

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

ADOPTED: MAY 22, 2012
AMENDED: MAY 27, 2014; SEPTEMBER 30, 2016; FEBRUARY 28, 2017; SEPTEMBER 26, 2017; AUGUST 28, 2018 **MARCH 22, 2022**
REVIEWED: FEBRUARY 17, 2017; JULY 24, 2017; JULY 18, 2018; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.:

Early College 8239

Early College opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing Memorandum of Understanding with our partner high schools. Students will receive college credit for Early College courses.

Early College is offered to academically qualified students who are still enrolled in high school and also enrolled in a college-level course at JALC. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the high school. Transcripts will be provided at the request of the student.

Tuition

Students enrolling in Early College courses taught at JALC, its extension centers, or online will pay all fees—tuition is waived for eight (8) credit hours each semester. Students wishing to enroll for additional course hours beyond those for which tuition is waived shall be required to pay all tuition and fees associated with the course(s).

Additional information regarding Early College and withdrawal procedures can be found in Administrative Procedure 806.

ADOPTED: **MARCH 28, 2023**
REVIEWED: **JANUARY 12, 2023**
LEGAL REF.:
CROSS REF.: ICCB ADMINISTRATIVE RULES 1501.507B

Transfer and Prior Learning Credit 8242

John A. Logan College awards credit through various avenues, including transfer credit from higher educational institutions, credit by examination, and prior learning experience. For a complete list of credit options and transfer credit guidelines, see Administrative Procedure 803, Transfer Credit, and Administrative Procedure 804, Prior Learning Credit.

ADOPTED: MAY 22, 2012
AMENDED: FEBRUARY 26, 2013; JANUARY 24, 2017; FEBRUARY 28, 2017; **MARCH 26, 2024**
REVIEWED: NOVEMBER 7, 2016**;** FEBRUARY 17, 2017; **FEBRUARY 14, 2024**
LEGAL REF.:
CROSS REF.: **ADMIN. PROCEDURE 803, TRANSFER CREDIT**
ADMIN. PROCEDURE 804, PRIOR LEARNING CREDIT

Dual Credit *8243*

Dual Credit opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. These programs are structured in accordance with the **Dual Credit Quality Act (110 ILCS 27/1)** and the **National Alliance of Concurrent Partnership (NACEP)** accreditation standards. **Dual credit courses are specifically listed in each high school's Dual Credit Memorandum of Understanding (MOU) and take place during the high school district's regular school day.**

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement.* Each participating high school, in consultation with JALC, develops an MOU utilizing one or more of the types of Dual Credit described below:

1) **Type A: Dual Credit courses taught at a high school by a college-qualified high school teacher.**
2) **Type B: Dual Credit courses taught by JALC faculty at a high school. This type includes the dual credit cohorts taught at the extension centers. The accessibility of these course offerings is dependent on the availability of JALC instructors to teach the courses.**
3) **Type C: Dual Credit courses taught by JALC faculty online, in a hybrid format, or via distance learning.**
4) **Type D: Dual Credit courses taught at JALC by JALC faculty.**

Tuition: Students in dual credit courses are assessed no tuition or fees.

In order to receive a certificate or degree from the College, and in accordance with the Higher Learning Commission (HLC) criterion, students must complete at least half of their program at the College's approved instructional sites (i.e., Carterville main campus, Du Quoin, or West Frankfort Extension Centers), or online.

Additional information regarding John A. Logan's Dual Credit program can be found in Administrative Procedure 806.

*https://www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf

ADOPTED: JULY 22, 2014
AMENDED: **MARCH 28, 2023**
REVIEWED: **JANUARY 12, 2023**
LEGAL REF.: 110 ILCS 27
CROSS REF.: ICCB ADMINISTRATIVE RULES 1501.507B, **ADMINISTRATIVE PROCEDURE 806**

Program Requirements for Graduation 8244

To be awarded an Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in General Studies (AGS) or Associate in Science **(AS)** degree, a student must:

- complete at least twelve (12) semester hours of credit from John A. Logan College with an overall grade-point average of 2.0;
- satisfactorily complete all specific degree **and credit hour** requirements **outlined in the appropriate curriculum guide;**
- make an application for graduation **online by the application deadline set by Admissions and Records.**

A student can only be awarded **one** Associate in Arts, **Associate in Engineering Science**, **Associate in Fine Arts, or Associate in Science degree**; **however, students can be awarded a combination of the above-mentioned degrees. A student can be awarded multiple Associate in Applied Science degrees if all requirements are met.**

To be awarded a Certificate of Achievement, the student must:

- complete at least nine (9) semester hours of credit at John A. Logan College. If the certificate is less than fifteen (15) semester hours, three (3) semester hours of credit must be completed at John A. Logan College;
- satisfactorily complete all certificate program **and credit hour** requirements **outlined in the appropriate curriculum guide** with a 2.0 overall grade-point average; and
- make an application for graduation **online by the application deadline set by Admissions and Records.**

To be awarded the General Education Core Curriculum (GECC) Credential, the student must:

- **complete at least nine (9) semester hours of credit at John A. Logan College with an overall grade-point average of 2.0; and**
- **satisfactorily complete all credential requirements noted in the IAI General Education Package Requirements on the Illinois Articulation Initiative Transfer Portal (iTransfer.org).**

The GECC credential will not be awarded if a student has already earned an Associate of Arts or Science degree.

ADOPTED: SEPTEMBER 23, 2014
AMENDED: **SEPTEMBER 24, 2024**
REVIEWED: **AUGUST 6, 2024**
LEGAL REF.: ICCB SYSTEM RULES MANUAL
CROSS REF.: ADMINISTRATIVE PROCEDURE 814 PROGRAM REQUIREMENTS FOR GRADUATION

Study Abroad Policy 8246

Recognizing the value of studying abroad, John A Logan College endorses and supports educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

ADOPTED: FEBRUARY 28, 2017
AMENDED: **APRIL 27, 2021** ***(MOVED TO 8000 SECTION)***
REVIEWED: JANUARY 11, 2017; **MARCH 11, 2021**
LEGAL REF.:
CROSS REF.:

The **student policies of the** John A. Logan College Board of Trustees' **are published** in the latest edition of **the *Student Guidebook.*** Each edition of **the *Student Guidebook*** is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must **comply** with federal and state law and current John A. Logan College Board Policies and Administrative Procedures.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 9, 1992; SEPTEMBER 24, 1996; SEPTEMBER 22, 2009; JUNE 24, 2014; **APRIL 26, 2022**
REVIEWED: **MARCH 7, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 3350, 3372, 8315, 8560; ADMINISTRATIVE PROCEDURE 832

Removal from Clinical for Unsafe Clinical Practice and/or Violation of Health Care Facility Rules, Regulations or Policies

GENERAL POLICY STATEMENT

John A. Logan College Allied Health programs have a professional responsibility to remove a student from his/her clinical experience who demonstrates unsafe clinical practice. Further, a student must be removed from his/her clinical experience, when requested by the health care facility, for having violated the rules, regulations or policies of the health care facility.

UNSAFE CLINICAL PRACTICE

Sanction

A student may be removed for the remainder of a clinical rotation, **or permanently,** for demonstrated unsafe clinical practice. When a student is removed for more than one clinical day, he/she **will** receive a failing grade for that course **(see course syllabus)**.

Definition

The definitions of an unsafe clinical practice which may give rise to removal from a clinical experience are:

1. Displaying a lack of knowledge or skill in the basic care of a patient (or patients) to such a degree that the student's conduct has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or

2. While having the necessary knowledge and skills to participate in the clinical experience, the student's actions, either by their intentional conduct or gross negligence, has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or

3. Where the student's general conduct is such that he or she is an immediate danger to patients, other students or employees of the health care facility.

While it is impossible to list all of the possible circumstances giving rise to unsafe clinical practice, examples of the same include, but are not limited to the following:

1. **Failure to identify correct patient;**
2. **Unsafe performance. Please refer to the *Rights and Responsibilities: A Student Code of Conduct;***
3. **Abusive treatment of others including physical/psychological abuse of another person and abuse, damage, or misuse of another's property;**
4. Improper administration of medications **or intent to administer improper medication to wrong patient;**
5. Improper performance of sterile technique, via dressings, catheterization, etc.;

6. **Illegal, indecent, or obscene conduct;**
7. Reporting to a clinical experience under the influence of alcohol, drugs, narcotics, **or a positive drug screen;**
8. Failure to maintain appropriate personal cleanliness and hygiene during a clinical experience.
9. **Gross interpersonal communication deficiency among faculty, students, patients and health care facility employees.**

As previously stated, the list of examples stated above are not considered all inclusive, and a student's actions will be **assessed** on the basis of the definitions of unsafe clinical practice given in this section.

PROCEDURE

Detailed procedures for removal from clinical are outlined in Administrative Procedure 830.

VIOLATION OF HEALTH CARE FACILITY RULES, REGULATIONS OR POLICIES

Each health care facility where a student may receive their clinical experience, reserves that right to require removal of a student for violating the health care facility's rules, regulations, or policies.
It is the duty and responsibility of the student to become aware of, and follow, all of the rules, regulations and policies of the health care facility where he/she is receiving the clinical experience.

The College does not guarantee or take responsibility in locating other health care facilities wherein a student may complete his/her clinical requirements.

ADOPTED: JULY 11, 1988
AMENDED: **OCTOBER 27, 2009**
LEGAL REF.:
CROSS REF.: **ADMINISTRATIVE PROCEDURE 830**

Academic Honor Code 8313

John A. Logan College is committed to the academic, ethical, and social development of our students. We strive to uphold the College's core values of **student-centered,** integrity, respect, **community,** and **optimism**.

The College shall establish Administrative Procedures defining and instituting sanctions for acts of academic dishonesty to express the College's commitment to high academic and ethical standards. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

ADOPTED: JANUARY 24, 2012
AMENDED: JANUARY 11, 2017; APRIL 26, 2022; **JULY 26, 2022** *(CORE VALUES UPDATED PER STRATEGIC PLAN)*
REVIEWED: JANUARY 11, 2017; **MARCH 7, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICY 8310, *STUDENT GUIDEBOOK*
AP 801 ACADEMIC HONOR CODE

Student Disciplinary Action 8315

The College shall establish Administrative Procedures providing fair, consistent, and proportionate disciplinary proceedings for violations of College rules and policies published in the Board Policy Manual, Administrative Procedures, *Student Guidebook*, *College Catalog*, specific program handbooks, campus signage, or in course syllabi. These offenses and procedures for disciplinary proceedings shall be published in the College Catalog and the Student Guidebook.

AUTHORITY OF THE PROVOST TO IMPOSE PENALTIES AND SANCTIONS

Formal disciplinary action shall be instituted against a student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by, or in the name of, John A. Logan College only as stipulated by this code.

1. Temporary Suspensions from Classes. The Provost may temporarily suspend a student from a class for a period not to exceed three (3) consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in the ***Student Guidebook.*** Such temporary suspensions may be a prelude to the imposition of formal penalties or sanctions, as indicated below. The Provost may take this action with or without the opportunity for the student to make up missed classwork and assignments.
2. Formal Penalties and Sanctions. The Provost may impose the following penalties and sanctions: expulsion, suspension, probation, or reprimand as outlined in Administrative Procedure.

PRESIDENT'S AUTHORITY TO IMPOSE INTERIM SUSPENSION FROM THE COLLEGE

If the presence of any person is an immediate and serious threat to the persons or property lawfully on the John A. Logan College campus, the President of John A. Logan College or his designees may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act that is in violation of the code of student conduct contained in **the *Student Guidebook.*** A person placed on interim suspension shall be given prompt notice of charges and a hearing before the Disciplinary Hearing Committee within ten (10) calendar days after the imposition of the interim suspension. During the period of the interim suspension, the person shall not, without prior written permission of the President or his/her designated representative, enter or remain upon the campus of John A. Logan College other than to attend his or her hearing. Violation of any condition of the interim suspension shall be grounds for dismissal from John A. Logan College.

APPEALS

Students and student organizations have the right to appeal decisions in all disciplinary cases. Processes for student appeals are outlined in Administrative Procedure 832. **The final step of the established Administrative Procedure shall provide for an appeal of a disciplinary decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a disciplinary decision reached through an established disciplinary procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.**

ADOPTED: JUNE 24, 2014
AMENDED: SEPTEMBER 30, 2016; **APRIL 26, 2022**
REVIEWED: **MARCH 7, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 3372, 8310; ADMINISTRATIVE PROCEDURES 802, 832

Student Complaints 8316

The College shall establish Administrative Procedures for the fast and fair resolution of student complaints, including academic complaints, non-academic complaints, and complaints containing allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

The final step of the established Administrative Procedures shall provide for an appeal of a complaint decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a complaint decision reached through an established complaint procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

ADOPTED: NOVEMBER 22, 2016
AMENDED: FEBRUARY 28, 2017; **MARCH 22, 2022**
REVIEWED: SEPTEMBER 21, 2016; FEBRUARY 17, 2017; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 3372, 3510, 3512, 8312, 8317
ADMINISTRATIVE PROCEDURES **831**, 832, 807
STUDENT GUIDEBOOK

Title IX 8317

John A. Logan College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its policy of Equal Educational Opportunity.

It is the policy of John A. Logan College to comply with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, the Clery Act, and the Illinois Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

The College's Policy applies to all members of the College community, including students, employees, contractors, visitors, and third parties, whenever the misconduct occurs on College property or off College property in the event that the conduct was in connection with a College or College-recognized program or activity, or otherwise has a connection to the College.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the **Risk Manager** as the Title IX Coordinator. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or the Deputy Title IX Coordinators designated within Administrative Procedure 404.

ADOPTED: JANUARY 24, 2017
AMENDED: APRIL 27, 2017; **MARCH 26, 2024**
REVIEWED: NOVEMBER 7, 2016; MARCH 11, 2021; **FEBRUARY 14, 2024**
LEGAL REF.: 110 ILCS 155/1 ET. SEQ.
CROSS REF.: **ADMINISTRATIVE PROCEDURE 404, PROCEDURES IMPLEMENTING POLICY PROHIBITING SEX DISCRIMINATION**

In accordance with the Student Debt Assistance Act, John A. Logan College will allow for a financial or physical hardship withdrawal process. The requirements regarding this process are set forth in Administration Procedure 820 – Financial or Physical Hardship Withdrawal Procedures.

ADOPTED: JULY 26, 2022
AMENDED:
REVIEWED:
LEGAL REF.: SB3032 – STUDENT DEBT ASSISTANCE ACT
CROSS REF.: ADMINISTRATIVE PROCEDURE 820

Student Attendance Policy *8410*

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

ADOPTED: AUGUST 3, 1976
AMENDED: MARCH 13, 1989; MARCH 22, 2016; **JANUARY 17, 2017**
REVIEWED: JANUARY 29, 2016
LEGAL REF.:
CROSS REF.: **ADMINISTRATIVE PROCEDURE 805**
STUDENT GUIDEBOOK

All examinations, records, and other materials relevant to grades awarded will be kept for 45 calendar days following the beginning of the next 16-week semester.

Material relevant to an appeal case will be kept until the student has exhausted all appeal remedies.

ADOPTED: JUNE 4, 1974
AMENDED: MARCH 13, 1989
LEGAL REF.:
CROSS REF.:

Release of Student Information and Access to Student Records *8430*

John A. Logan College maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. For the purpose of complying with federal regulations regarding the access to student records, as indicated in the Family Educational Rights and Privacy Act of 1974 as amended, the following regulations and procedures are effective. These policies shall be printed on an annual basis in the school newspaper and/or in the College catalog.

RELEASE OF STUDENT RECORDS

A. Release of student records or their respective parts or of any personally identifiable information, with exceptions as noted below, is restricted to the following:

1. Any student upon reaching age 18 or attending postsecondary institutions will be permitted to inspect and review his/her own education records, to the exclusion of his/her parents. (There are no rights guaranteed under the Act for parents of students attending a postsecondary institution.)
2. College personnel who have a legitimate educational need to permit their necessary functioning or research.

    a. A student's academic record is not deemed necessary for faculty member to determine the competency of a student in his/her class.
    b. A student's academic record is not deemed necessary for a faculty member to make a recommendation for a student except that part of the record which was created by the faculty member making the request.
    c. Student information supplied to the college agencies is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All instructional personnel should be alert to promptly refer to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses for student information or limit their response to that information germane to their sphere of responsibility.
4. Faculty conducting student characteristic research, providing the research project has written approval of the academic unit executive officer sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
5. Certain state and federal representatives specified by law for the sole purpose of evaluation and auditing governmental funded programs in which the College participates.
6. State and local officials as directed by state statute adopted prior to November 19, 1974, with certain restrictions.
7. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, improving instruction, and auditing.
8. Accrediting organizations.
9. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.

10. Where such records are to be furnished in compliance with a judicial order or pursuant to a lawfully issued subpoena, the student shall be notified of such order or subpoena by personal service or certified mail to the last known address prior to their release.

B. Access or release may be granted in instances other than those stated above only with the student's prior written authorization.

1. Except as listed above, all requests for student information other than directory information must be made in writing by the student.
2. Population or summary data may be supplied to legitimate organizations or individuals for the purpose of research studies.
3. Directory information pertaining to students, as defined below, may be released by the College at any time provided that it publishes this definition at least once each academic year in the campus student newspaper or college catalog and the individual student is given a reasonable period of time to inform the College in writing through the Office of Admissions and Records that he/she does not wish such information concerning himself/herself to be released without his/her prior consent. The Office of Admissions and Records will be responsible for identifying or deleting all information which the student desires not to be released outside the College and for informing all College recipients that such information is not to be released. All recipients of student information will be bound by this policy. Student information is never knowingly provided any requestor for a commercial or political purpose.

C. The student has the right to review his/her records in the presence of a designated College representative. Requests for review must conform with established College procedures and the right of review granted within a reasonable time (not to exceed 45 days) following the request. Where necessary, interpretation of the record shall be provided by qualified College personnel. Original records cannot be removed from College premises. A copy will be provided if requested and a copy charge will be assessed.

1. The student may not inspect the following records:
   a. Financial records and statements of their parents.
   b. Potential students making application to the institution or programs of study within the institution will not have access to records and recommendations pertaining to this admission until the prospective student has been admitted to the institution or the program of study.

A student has the right to challenge the content of a record on the grounds that it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents.

To initiate such a challenge, the student shall, within 45 days after he/she has inspected and reviewed the record in question for the first time, file with the College office responsible for maintaining such record a written request for a hearing on a form specified by the College.

Within 30 days following receipt of such request, the head of such office, or the designated representative, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly

involved in the establishment of the records shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

The student shall be given written notice of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a College representative who does not have direct interest in the outcome. The student shall have the right to attend the hearing. The student may be represented and advised by an individual of his/her choice, at his/her own expense, including an attorney. The student or the representative may call witnesses in his behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final.

RELEASE OF DIRECTORY INFORMATION

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Any student enrolled for the fall semester who does not wish to have released any or all directory information should contact, in person, the Office of Admissions and Records by October 1 of each year. Students who elect to restrict release of student information must sign a statement to that effect. The restriction on the release of student information will be valid through September 1 of each year and must be renewed annually each fall semester.

Students who wish to verify or correct the existing student directory information must also contact, in person, the Office of Admissions and Records at John A. Logan College.
The following definitions apply:

A. Student: "Student" is defined as a person who is or has ever been enrolled at John A. Logan College in a regular course of study either on campus or off campus. Any student attending an institution of higher learning will be considered, for the purpose of this policy only, to be an adult and to have sole control over the release of his information except as defined in this policy.
B. Personally identifiable information: "Personally identifiable" means that the data or information includes (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.
C. Record: Those records, files, documents, and other materials which contain personally identifiable information directly relating to a student or a group of students except those records of instructional, supervisory, and administrative and educational personnel which are in the sole possession of that person and which are not accessible or revealed to any other person except a substitute.

D. Directory Information: Student name, student local and home address, enrollment status (full or part-time), classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams or students participating in academic or extracurricular activities at John A. Logan College.
E. Student Rights: Whenever a student is attending the College he shall be accorded the sole right or consent, except as otherwise provided herein, to access to or release of his record to conform to this policy, except as otherwise provided.
F. Population data. Information on any group of students which does not identify the student by name, number, or any other personal data which could be used to identify a student.

IDENTIFICATION AND DESCRIPTION OF STUDENT INFORMATION

A. Academic Records: The Office of Admissions and Records retains the official academic record of a student. It is a cumulative history of a student's admission, registration, and academic participation and performance. Certain biographic and demographic information is also kept for identification purposes.
B. Financial Records: Offices within the business area maintain certain financial records which relate to the payment and accounting of tuition, fees, and other charges. They also maintain records which record student's loans and grants. The Business Office maintains a record of billing for tuition and fees and scholarships. The **Financial Aid Office** maintains records of student receiving loans, grants, and aid along with scholarship information. It also maintains records pertinent to student employment including family financial statement.
C. Medical/Counseling Records: The Office of Admissions and Records retains health information submitted by the student and also retains counseling records of services rendered.
D. Disciplinary Records: The Office of Student Services maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto.
E. Placement Records: The Career Planning and Placement Center creates a record for those persons who wish to avail themselves of its services, with student's voluntary participation. This information is distributed to potential employees. It consists of self-completed resumes and various personal references.
F. Certain records within the College community are exempt from federal legislation: records of instructional, supervisory, and administrative personnel which are the possession only of the maker and not accessible nor revealed to any other person except a substitute and files within the College's Security Office.

HOLDING COLLEGE RECORDS

A. On occasion it is necessary for the College to place an administrative hold on a student's ability to request a transcript, to register for a subsequent term, to re-enter the College after a period of attendance interruption, or to be officially graduated. The principals involved in this type of action are as follows:

    1. A request to place an administrative hold on a student's reentry, registration, transcript, or diploma for indebtedness to the College will be honored when the proper document is received from the Business Office, Student Work and Financial Assistance Office, or the

Office of Student Services. The hold will be released only upon notification from the initiating office.

2. A request to place an administrative hold on a student's record for reasons other than indebtedness will normally be initiated by the Office of Admissions and Records or the Office of Student Services. Other agencies within the College should channel their requests for hold through one of these offices. Ordinarily, the reason must involve a matter sufficiently grave that the College needs to impose such a restrictive step.

APPEAL PROCEDURES

Complaints regarding violations of rights accorded eligible students by the Family Educational Rights and Privacy Act of 1974 and the regulations and procedures outlined in this document shall be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

ADOPTED: JANUARY 7, 1975
AMENDED: APRIL 1, 1980; APRIL 13, 1982; NOVEMBER 12, 1984; MARCH 2, 2010; **JANUARY 24, 2017**
REVIEWED: **NOVEMBER 7, 2016**
LEGAL REF.:
CROSS REF.:

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA).

Any person seeking records from John A. Logan College may submit their request in writing or electronically to the John A. Logan College FOIA Officer. All requests will be processed in accordance with the provisions of the Illinois Freedom of Information Act.

ADOPTED: SEPTEMBER 10, 1990
AMENDED: SEPTEMBER 30, 2016; **OCTOBER 25, 2022**
REVIEWED: **SEPTEMBER 15, 2022**
LEGAL REF.: **5 ILCS 140**
CROSS REF.: BOARD POLICY 8430
ADMINISTRATIVE PROCEDURE 818

ENROLLED STUDENTS

Board of Trustees Merit Scholarship

The Board of Trustees will grant to a currently enrolled student one scholarship each academic year which will cover two full semesters and one summer term.

This scholarship will be designated the *John A. Logan College Board of Trustees Merit Scholarship*, and will be awarded annually during the Honors Day ceremonies. The criteria for determining the recipient of the scholarship is as follows. The recipient must be a full-time freshman student who has completed 12 or more hours and has been enrolled for two consecutive semesters, and must have a grade point average of 3.50 or above. The recipient will be awarded $1,000 for each of two full semesters, and $500 if enrolled in a summer semester.

PROSPECTIVE STUDENTS

Foundation Academic Scholarships
Foundation Directors Vocational Award
Private High School Academic and Vocational Scholarships
John A. Logan College Board of Trustees Vocational Scholarships

Three scholarships, administered by the John A. Logan College Foundation and known as the *John A. Logan College Foundation Academic Scholarships* and *Directors Vocational Award* program, are available to each high school in the district in order to promote attendance at John A. Logan College by the best academic students and to encourage enrollment in the career education program. These scholarships are to be awarded to the two highest ranking academic and the highest-ranking vocational student who will attend John A. Logan College. The students are designated by the high schools, and the high school can recommend alternates for the scholarships. The academic recipients must have a grade point average of 3.40 or higher (on a four-point scale.) The vocational recipient must have a grade point average of 3.00 or higher. These scholarships may be renewed for a second year providing the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)

Two academic scholarships and one vocational scholarship administered by the John A. Logan College Foundation and known as the *John A. Logan College Foundation Private High School Academic and Vocational Scholarships* are available in aggregate to private high schools (including home school students) in the College district. The nominee for the academic scholarships must have a minimum grade point average of 3.40 or higher (on a four-point scale) or a minimum ACT cumulative score of 23 or higher. The vocational recipient must have a grade point average of 3.00 or higher or a minimum ACT cumulative score of 23 or higher. The three scholarship recipients will be selected by the John A. Logan College Scholarship Committee. These scholarships may be renewed for a second year provided the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)

Recipients of the John A. Logan College Foundation Academic Scholarships, **John A. Logan College Foundation Private High School Academic and Vocational Scholarships,** and Director's Vocational Award program receive full tuition and fee waivers from the College and a cash award each semester from the Foundation. The scholarships do not cover summer semesters and become effective the fall semester following the recipients' graduation from high school.

The *John A. Logan College Board of Trustees Vocational Scholarships* are administered by the John A. Logan College Foundation and are available for first-time students enrolled in an approved associate in applied science, associate degree in general studies, certificate of achievement, or short-term technical training program at John A. Logan College. First-time students are defined as those who have not attended credit classes at John A. Logan College during the past five years.

Recipients of the John A. Logan College Board of Trustees Vocational Scholarships are awarded $500 per semester, and scholarships may be renewed for up to four consecutive semesters ($2,000 maximum total award), provided the student is enrolled in a minimum of 12 semester hours (or the hours required in their curriculum) and maintains a 2.80 grade point average (on a four-point scale). The scholarship may be used for summer semester courses required by the curriculum. Recipients of the scholarships are selected by the College Scholarship Committee from a pool of applicants.

ADOPTED: MAY 6, 1969
AMENDED: MAY 6, 1975; MARCH 27, 2001; FEBRUARY 24, 2009; FEBRUARY 22, 2011
LEGAL REF.:
CROSS REF.:

All expenses for off-campus trips and classes, other than those directly related to the cost of instruction, are the responsibility of the student.

The College reserves the right to collect a deposit, which may be non-refundable, to cover the cost of lodging, transportation, and other items for which the College could be liable.

ADOPTED: APRIL 1, 1975
AMENDED:
LEGAL REF.:
CROSS REF.:

Emergency Military Service *8550*

John A. Logan College supports federal initiatives in times of national emergency involving the drafting or call to active duty of reserve units. In such event(s) the student shall not be disadvantaged due to military service prior to or after the call to active duty.

Upon the presentation of verifiable documentation prior to the midterm, the College will initiate a withdrawal process. Instructors may, at their own discretion, approve an "Incomplete" prior to the midterm date. After the mid-term date, the student may request of instructors an early final examination or the assignment of an "Incomplete" (in which instance the activated/drafted shall have one year from the date of deactivation/discharge to complete the unfinished coursework) provided the individual is in good academic standing in affected courses.

Students who withdraw from classes shall receive a full refund unless the person elects to take an early final exam or receive an Incomplete.

These procedures shall be applicable to any instructional course, including online, telecourses, and distance learning classes. Any dispute in matters controlled by this policy shall be resolved by the College president after involvement of all parties to the issue.

ADOPTED: NOVEMBER 20, 2001
AMENDED:
LEGAL REF.:
CROSS REF.:

Involuntary Health or Safety Withdrawal Policy 8560

INTRODUCTION

The purpose of this policy is to describe the criteria and process for an involuntary health or safety withdrawal of a student from John A. Logan College.

POLICY

In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.

CRITERIA FOR INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL

The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:

a) Significant harm to the health or safety of the student or others ("Harm"); or
b) Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student ("Impediment").

A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student's circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.

In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

CAMPUS VIOLENCE PREVENTION COMMITTEE

The College has established the Campus Violence Prevention Committee (CVPC) whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. CVPC will include representatives from the Student Success Center, Campus Police, criminal justice faculty, allied health faculty, ABE/GED, Franklin Williamson Human Services, and the Provost. College legal counsel and an appropriate health professional may be added as needed.

INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL PROCESS

1. Procedure Initiation

   Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the Assistant Provost for Student Affairs or the Chief of Police to request an informal review.

2. Preliminary Determination by Assistant Provost for Student Affairs

   a) During the informal review the **A**ssistant Provost for Student Affairs shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal has been received. In making that

determination, the Assistant Provost for Student Affairs will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the Assistant Provost for Student Affairs could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.

b) If the Assistant Provost for Student Affairs has so found reasonable support for application of this policy, the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the Assistant Provost for Student Affairs shall proceed with the appropriate procedures as outlined below.

3. Interim Involuntary Health or Safety Withdrawal

a) If health or safety is an immediate concern, the College may take interim action to protect the well being of the student and/or other members of the College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the Assistant Provost for Student Affairs, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of harm exists and emergency interim withdrawal under these procedures is appropriate.

b) If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the Assistant Provost for Student Affairs, and/or refuses to undergo assessment or to keep a scheduled appointment, the Assistant Provost for Student Affairs may require interim removal without a meeting and/or assessment if the Assistant Provost for Student Affairs concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.

c) Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

4. Involuntary Health or Safety Withdrawal (Non-Interim)

a) Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:

1) Exercise all reasonable efforts to meet with the student.

2) If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria

for involuntary health or safety withdrawal. The professional shall present his or her findings to the Assistant Provost for Student Affairs. The assessment will be provided to CVPC and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the Assistant Provost for Student Affairs, CVPC and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).

b) The Assistant Provost for Student Affairs may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the Assistant Provost for Student Affairs (i) may consult on an informal basis with CVPC, faculty, and other College staff and (ii) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.

c) Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs, after consultation with CVPC, may (i) promptly proceed with a hearing as set forth below or (ii) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the Assistant Provost for Student Affairs shall promptly proceed with a hearing as set forth below.

5. Hearing

The College shall afford the student an opportunity for an informal hearing on the matter as set forth below:

a) The Assistant Provost for Student Affairs shall conduct the hearing.

b) Representatives of CVPC shall attend the hearing.

c) At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Assistant Provost for Student Affairs may exclude evidence that s/he deems cumulative or not relevant.

d) The student's rights at the informal hearing shall include the following:

1) The right to be present, unless the student disrupts the hearing.
2) The right to present relevant witnesses, evidence and statements.
3) The right to question all witnesses at the hearing and to comment upon all documents presented.
4) The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless

the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).

e) The Assistant Provost for Student Affairs and members of CVPC may also ask questions of the student or any witness.

f) The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.

g) The hearing will be audio recorded and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.

6. Decision

a) The Assistant Provost for Student Affairs shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the Assistant Provost for Student Affairs concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the Assistant Provost for Student Affairs will so inform the student and CVPC in writing and the procedure shall terminate. If the **Assistant** Provost for Student Affairs concludes that the student does meet the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.

b) If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the Assistant Provost for Student Affairs, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the Assistant Provost for Student Affairs' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

7. Appeal of Involuntary Health or Safety Withdrawal

a) A student who is involuntarily withdrawn under this policy may submit a written request to the Provost or a review of the decision. To be timely, any such appeal must be received by the Provost within seven (7) business days of the notification of the Assistant Provost for Student Affairs to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from classes. The Provost shall review the written appeal within seven (7) business days of receipt of the written appeal.

b) At the conclusion of the review, the Provost shall determine whether to (i) require that a new hearing be conducted by the Assistant Provost for Student Affairs or other administrator designated by the Provost (ii) uphold the withdrawal; or (iii) reinstate the student. The Provost may also modify the conditions of readmission. The decision of the Provost shall be final.

8. Readmission

a) A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Assistant Provost for Student Affairs and provide appropriate documentation to comply with the conditions of readmission.

b) The Assistant Provost for Student Affairs will review the request for readmission as follows:

1) review and investigate compliance with the conditions of readmission;
2) consult with appropriate members of CVPC; and
3) meet with the student.

c) The Assistant Provost for Student Affairs will recommend to the Provost whether, in the judgment of the Assistant Provost for Student Affairs, the student should be readmitted.

d) The Provost will make the final decision regarding readmission.

9. Miscellaneous

a) Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.

b) Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.

c) Whenever an action may be or is required to be taken under this policy by the Assistant Provost for Student Affairs or Provost, the action may be taken respectively by the Assistant Provost or Provost's designee.

d) During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

ADOPTED: OCTOBER 26, 2010
AMENDED: MAY 27, 2014; **SEPTEMBER 30, 2016**
LEGAL REF.:
CROSS REF.: